

S E C R E T

3 May 1960

MEMORANDUM FOR: Deputy Director, Intelligence
THROUGH: Assistant Director, Central Reference
SUBJECT: Multiple Sets of Selected Vital Materials

PURPOSE

To provide reasonable assurance, in the event of nuclear attack, of the survival of a core collection of information essential for intelligence.

BACKGROUND AND DISCUSSION

At the present time there is a good collection of finished intelligence, plus selected intelligence information in various forms, at the CIA Relocation Site. No other emergency collection contains information on a comparable range of subjects from the same variety of sources.

Current thinking on emergency planning indicates that there can be no guarantee that the Vital Materials collection at the CIA Relocation Site or at any site available in the next year or two would survive a nuclear attack.

The likelihood of survival would be greatly increased by dispersion. In the case of documentary information, this could be achieved by placing collections of carefully selected finished intelligence at several sites around

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A minimum collection would consist of a set of National Intelligence Surveys, plus an approximately equal volume of other finished intelligence. Rosters of recruitable experts and similar information might also be included.

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Reproduction techniques now available would permit the reduction of this material to approximately 20,000 actifilm cards, each card 5" x 8". The cost of microfilming and preparation of ten sets of actifilm cards, as indicated in Tab A, would be approximately \$43,800.00. This could be absorbed within OCR's cost limitation.

Each set of actifilm cards, together with instructions, indexes, and selected maps in hard copy or transparent slides, would require an eight drawer safe cabinet. Sufficient safe cabinets of this type have recently been emptied by retirement of little used material to the Records Center.

Maintenance of Vital Materials sets on actifilm would be relatively simple, since most items of finished intelligence would fit on one or two cards. An envelope of "changes" could be sent by registered mail every few weeks to the cleared custodian responsible for each set. He would replace the cards in the file with the revision cards, or would file new cards to continue a series. The cost of preparing maintenance cards for ten sets would probably be approximately \$12,000 per year.

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The file of actifilm cards could be used by persons not expert in filing. Each card has space for a typed title. Groups of cards can be indicated by guide cards. The filmed text can be read with standard microfilm equipment and can be printed in semi-permanent form by a non technician using a 3M Microfilm Reader-Printer. If all else fails, the text can be read by a powerful magnifying glass. Elementary reading and copying equipment would total approximately \$860.00 per set, or a total of \$8,600.00, which would be chargeable to OCR funds.

At my request, the Chief of Geographical Research, ORR, will provide suggestions for locations which would meet the requirements of dispersion.

Since the classification SECRET is sufficient for most of the basic information for intelligence research and operations, it is desirable to proceed with dispersal of such materials, without waiting for decisions regarding materials of higher classification.

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RECOMMENDATIONS

- ✓ 1. That the development of small, dispersed collections of Vital Materials be approved in principle.
- ✓ 2. That the Office of Logistics be asked to obtain access to suitable storage space at dispersed locations, checking as appropriate with the Office of Security.
- X 3. That filming of selected finished intelligence begin as soon as possible.

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Vital Materials Officer
Office of Central Reference

CONCURRENCE:

/s/

PAUL A. BOREL, Assistant Director, Central Reference

APPROVAL:

/s/

ROBERT AMORY, Jr., Deputy Director of Intelligence

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TAB A

COST ESTIMATE FOR ESTABLISHING TEN VITAL MATERIALS COLLECTIONS

Microfilming

NIS - 300,000 pages at 1 1/4 cents per page \$3,800.00

Other finished - 400,000 at 1 1/4 cents per page 5,000.00

Conversion to ActifilmNIS - 16 mm rolls at \$15 4,500.00
plus cost of actifilm at 10.5 cents per card 840.00Other - 16 mm rolls at \$15 6,000.00
plus cost of actifilm at 10.5 cents per card 1,160.00Additional SetsNIS - 9 x 8,000 cards at 2 cents per card 1,440.00
plus cost of actifilm at 10.5 cents per card 7,560.00Other finished - 9 x 12,000 at 2 cents 2,160.00
plus cost of actifilm at 10.5 cents 11,340.00Total for filming \$43,800.00Storage Equipment

10 safe cabinets, 8 drawers each on hand

Reading and Copying Equipment

10 3M Reader Printers at \$700.00 \$7,000.00

20 Magnifying Glasses at \$15.00 300.00

Paper and chemicals 1,020.00

10 tables at \$44.00 440.00

Total for Equipment \$8,760.00

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